PART III LARGE PROJECTS

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CHAPTER 7

LARGE PROJECTS:

FEES AND PERMIT PROCESS

Large clearing, grading and stormwater management projects are Regulated Activities (see Redmond Community Development Guide 20E70.050) which do not meet the criteria for small projects. See flow charts beginning on page 17. Projects that propose clearing of more than 30,000 square feet of land area, move 500 cubic yards of soil or more, or create 5,000 square feet of impervious area or more are considered Large projects.

FEES

Fees for large projects are based partially on the amount of disturbed area and impervious area proposed.

1. Application Fees

A clearing grading and stormwater management application fee shall be assessed for the following applications:

- Plats, Short Plats, Site Plan, and Large Projects
- Special Development or General Development Projects which propose development activities.

Application fee is shown on the Current Fees Handout.

2. Construction Drawing Review Fees

A clearing, grading and stormwater management construction drawing review fee shall be assessed for proposed area to be disturbed and proposed impervious area to be created. Fees are paid at the time construction drawings are approved.

For the disturbed area:

Fee = Base Fee plus an additional amount for each additional 30,000 square feet or fraction thereof of disturbed area over 30,000 square feet (see Current Fees Handout).

For the impervious area:

Fee = Base Fee plus an additional amount for each additional 5,000 square feet or fraction thereof of impervious area over 5,000 square feet (see Current Fees Handout).

Additional fees may be assessed for review of special studies at the hourly City rate.

3. Inspection Fee (Paid At Time Permit Is Issued)

Inspection fees for clearing, grading, and stormwater management construction shall be assessed both for proposed disturbances of land and proposed creation of impervious areas. Each fee shall be paid before permit issuance.

For the disturbed area:

Fee = Base Fee plus an additional amount for each additional 30,000 square feet or fraction thereof of disturbed area over 30,000 square feet (see Current Fees Handout).

For the impervious area:

Fee = Base Fee plus an additional amount for each additional 5,000 square feet or fraction thereof of impervious area over 5,000 square feet (see Current Fees Handout).

PERMIT PROCESS

Note: the following is an overview of the steps and requirements for projects proposing Regulated Activities (see section 20E.90 of the Community Development Guide) that involve only clearing, grading or stormwater facility work (projects that do not require other approvals). The party responsible at each step is shown in the left column.

Applicant **I. Project Proposal**

A. Prepare Project Plans - an Application Checklist for Project Plan preparation found in Chapter 10.

B. Prepare SEPA Checklist

1. All large projects are required to submit a SEPA checklist. The Technical Committee will determine if the proposed activity requires formal SEPA process review.

2. SEPA Checklists are available at the Permit Center. Redmond has modified the state standard checklist. Therefore, only a City of Redmond SEPA checklist will be accepted. Complete the checklist to the best of your ability.

Applicant **II. Complete And Submit Applications**

All the following shall be completed and submitted for review for the application to be considered complete. Only complete applications will be processed.

A. 1 copy of a completed General Application form (found in Appendix A-1 of this Notebook, also available at the Permit Center).
B. 8 sets of Project Plans including the applicable information on the application requirements checklist in Chapter 10.
C. Application fee.

City **III. City Review Process**

All large projects are processed through the Technical Committee. The Committee reviews the proposed project in concept and makes the SEPA determination. The Committee prepares a letter of conditions to be addressed during preparation of final construction drawings.

Applicant **IV. Construction Plan Preparation**

A. Prepare construction drawings based on the letter containing the conditions of approval from the Technical committee and on Redmond's design standards (see Chapters 4 through 7).
B. Submit 3 sets of revised plans and supporting calculations to the Permit Center (include a copy of the Committee letter of conditions).
C. Pay construction drawing review fee at the Permit Center.

City **V. Construction Plan Review**

A. Plans are reviewed in-house and with City's contracted consultant.
B. The project engineer or applicant will be contacted when the review is complete.
C. The plans and computations are red-lined and one set of each is returned to the applicant with a Plan Review Checklist completed by the City.

Applicant **VI. Revision And Resubmittal**

A. Revise plans per the City's comments.
B. Resubmit the last set of red-lined prints and computations, the Plan Review Checklist and 3 sets of revised plans and computations.

City **VII. Review Of Revised Plans**

A. Once all comments have been satisfactorily addressed, the City will proceed with plan approval.
B. The project engineer or applicant will be contacted.

Applicant **VIII. Submit Original Plans For City Approval**

Submit original plans to the City for approval with final the claculations/report that accurately describes the drainage system and function. Plans shall be reproducible mylar.

City **IX. Plan Approval**

Appropriate City staff sign plans and returns them to applicant or engineer.

Applicant **X. Submittal Of Permit Prints**

Submit 6 sets of prints prepared from the signed plans to the Stormwater Engineer.

City **XI. Permit Preparation And Plan Distribution**

The Stormwater Engineer completes the permit, signs it, calculates the remaining fee and determines bonds. The completed package is sent to the Permit Center. The project engineer or applicant will be contacted by the Permit Center when the permit is ready.

Applicant **XII. Pre-Construction Meetings**

After plan approval and after submitting permit prints, Applicant shall contact the Construction Division and schedule a Pre-Construction meeting. Contact the Construction Division at 556-2723 for the date, time and location (the inspector may have the meeting at the site). <u>In addition to permit issuance, construction cannot begin before having a Pre-Construction meeting.</u>

Applicant **XIII. Obtain Permit**

When Applicant is notified that the Permit is ready to issue, Applicant needs to come to the Permit Center and:

A. Pay any remaining fees and post required bonds, and
B. Sign for and receive the permit.

City **XIV. Cancellation Of Non-Issued Permits**

A. The permit is only valid for a designated time. It may be to the applicant's benefit to wait until construction is ready to begin before picking up the permit.
B. The permit will be held for six months without issuance (unless specifically stated otherwise in the conditions of approval) but will then be nullified after this period if not picked up. The permit application would have to be started again, from the beginning, if the project is still desired.

Applicant **XV. Permit Extension - (Optional)**

A. If the proposed work cannot be completed within the time covered by the permit an extension may be granted. Additional fees for inspection and renewal are required for extension.

B. <u>The applicant must submit a written extension request to the Permit Center at least two working days before the expiration of the permit.</u>

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CHAPTER 8

LARGE PROJECTS:

APPLICATION REQUIREMENTS

These application requirements are for Regulated Activities (Section 20E.90 of the Redmond Community Development Guide) and may also require Building Permit review, Site Plan review or Subdivision review. Other plan requirements may also apply. Consult the Stormwater Engineer prior to submittals for specific information.

Large projects are projects that do not meet the criteria for a small project (small projects are projects that clear less than 30,000 square feet, move less than 500 cubic yards of soil, and create less than 5,000 square feet of impervious area).

A. Existing Conditions

___1. Plan at 1"=20' scale showing proposed activity (other scales may be approved by the Stormwater Engineer).

___2. Plan size - 22"x34" – if possible show entire site in one drawing (offsite area must be shown if drainage from it will be diverted or if it will drain to a sediment control feature onsite). If the area is too large to fit on one 22"x34" sheet then break site into logical sections with matchlines. Provide a composite plan at a smaller scale that shows the matchline breaks and page numbers.

___3. Owner Information - name, address and contact.

___4. Project and Site Information - title, tax parcel or plat number, site area, disturbed area, and impervious area both existing and proposed.

___5. Vertical Datum - must use 1990 City of Redmond datum (contact Engineering Design Division for specific details).

___6. Written description outlining proposed activity

___7. Existing property lines (include bearings and distances).

___8. Existing contours - 2 foot contour interval (information may be available from the City), use dashed lines.

___9. Existing utilities - identify type and size (use screened lines or dashed lines).

___10. Slope analysis - identity slopes 15% to 25%, 25% to 40% and slopes greater then 40%. The slope analysis must clearly show the relationship of the slope to the proposed improvements.

___11. Locations and drip lines of trees 6 inch diameter or greater (measured 4 feet above existing grade. (Only those trees to be cleared or trees within 50 ft of cleared areas need to be specifically designated.)

___12. Roadways - existing (label name/number and identify public or private).

___13. Existing surface waters (Streams, Lakes, Wetlands, etc.)

___14. All required onsite information shall extend onto the adjacent property within 50 feet of site and any offsite area that drains onsite.

B. <u>Proposed Activity</u>

___1. Proposed retaining walls/rockeries (label approximate height).

___2. Disturbed area - approximate (identify on the plan and label quantity in square feet or acres).

___3. Proposed contours - use solid lines; show connection to existing contours.

___4. Proposed utilities - identify type and size and provide calculations for preliminary sizing.

___5. Approximate quantities of cuts and fills (in cubic feet).

___6. Proposed roadways, if any.

CHAPTER 9

LARGE PROJECTS: CONSTRUCTION DOCUMENTS

The Stormwater Engineering Division's standards for the Construction Documents are as follow. All plans and documents must be prepared by a Registered Professional Engineer with experience in the applicable discipline (or by other appropriate professional) and bear the appropriate stamp(s), date(s) and signature(s).

I. Provide Sufficient Construction Information -- Sufficient information must be shown on construction documents to define and provide for construction of the work as designed. Construction documents (e.g., plans) must be clearly readable and show consistency between calculations and plans. The design concepts, calculations, and construction documents must clearly and explicitly show that all codes, standards and approval conditions have been addressed. The designs must also be consistent with environmental documents and must reasonably minimize adverse impacts as specified in the project's environmental review.

J. Outline The Construction Sequence -- The construction sequence, including temporary erosion and sediment control must be outlined on the drawings. This sequence must be technically sound and feasible.

K. Check Specific Project Requirements -- Make sure proposed construction meets the commitments and requirements in project documents such as SEPA Checklists (EIS, if done for the project), site plan approvals, special permits, and other such project documents.

L. Use the Checklists – The Plan Review Checklists, in Appendix A-4 of this Notebook, contain very detailed lists of items which are expected to be on project plans. For the initial application, many details can be omitted (see Chapter 8 for more information on the application requirements). For construction drawings, all applicable details need to be included.

M. Include Basic Information Regarding the Project -- The lead sheet (at a minimum) should identify the property (tax lot, address, vicinity map) and summarize information related to monthly billing credits (total square feet area of tax lot(s) comprising the project, square feet of proposed impervious area, water quantity control design storm(s), water quality facilities and the design storm for each facility).

N. Provide Accurate As-Built Drawings -- As-built records of the storm drainage system are maintained by the City Stormwater Engineering Division. Help make sure the records are correct when project information is provided by submitting accurate as-built drawings when a project is completed. Contact the Engineering Design Division to obtain a description of the As-Built Process

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CHAPTER 10

ROUGH GRADING PERMITS

Rough grading is the stage at which the grade is modified to conform approximately to the proposed final grade. This permit covers only earthwork. It is a prelude to further work on a development proposal that has received conceptual approval from the City. Section 20E.90 of the Community Development Guide outlines application and approval requirements.

The Rough Grading Permit Application is shown in Appendix A-2. It may be photo copied or picked up at the Permit Center. A sample of the Rough Grading Permit is contained in Appendix A-2. Submit seven (7) sets of the grading and TESC plans with the permit application for review if they have not already received City approval. After the plans are approved submit ten (10) of these plans for the permit.

Rough Grading applications cannot be approved until all relevant items in the conceptual approval conditions are satisfactorily addressed and:

1. SEPA is completed for the entire project (if required)

2. Site plan (or equal) for the project is approved.

3. All major project feasibility issues have been resolved.

4. Conceptual utility drawings are acceptable

5. Acceptable restoration securities for performance and site restoration are posted.

A Rough Grading Permit is not an "automatic" permit and may not be issued as a separate part of project permitting where, in the opinion of the Director, special circumstances exist related to "advance" site work. Such circumstances include, but are not limited to, consideration of project size, aesthetics, availability of City inspections, feasibility of restoration, and other factors.

Rough grading will not be approved under a separate permit for work during the rainy season for certain situations as shown in Charts 13-1, 13-2, 13-3, and 13-4 (Chapter 13).

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